



Illinois Electronic Test Ordering and Reporting Portal (IL ETOR) User Manual

This document provides a quick overview of the IL Test Ordering and Reporting Portal functionality. Its goal is to guide users in performing basic portal tasks like submitting test orders to state lab, monitoring testing progress and accessing published reports.

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Login page

Navigate to the portal login page using the following URL:

<https://lwp-web.aimsplatform.com/il/#/auth/login>

ILLINOIS DEPARTMENT OF PUBLIC HEALTH
IDPH
PROTECTING HEALTH. IMPROVING LIVES

Username

Password

LOGIN

[Create New Account](#) [Forgot Password?](#)

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-
- Click the **Order Support** link at the bottom of the page to view lab contacts and information on where to send your specimens.

Order Support

Please contact the IDPH Laboratory location you will be ordering from for specimen submission related questions. IDPH Chicago Laboratory: (312)793-4760 IDPH Springfield Laboratory: (217)782-6562 IDPH Carbondale Laboratory: (618) 457-5131

[CLOSE](#)

- Click the **Technical Support** link at the bottom of the page for technical support contacts.

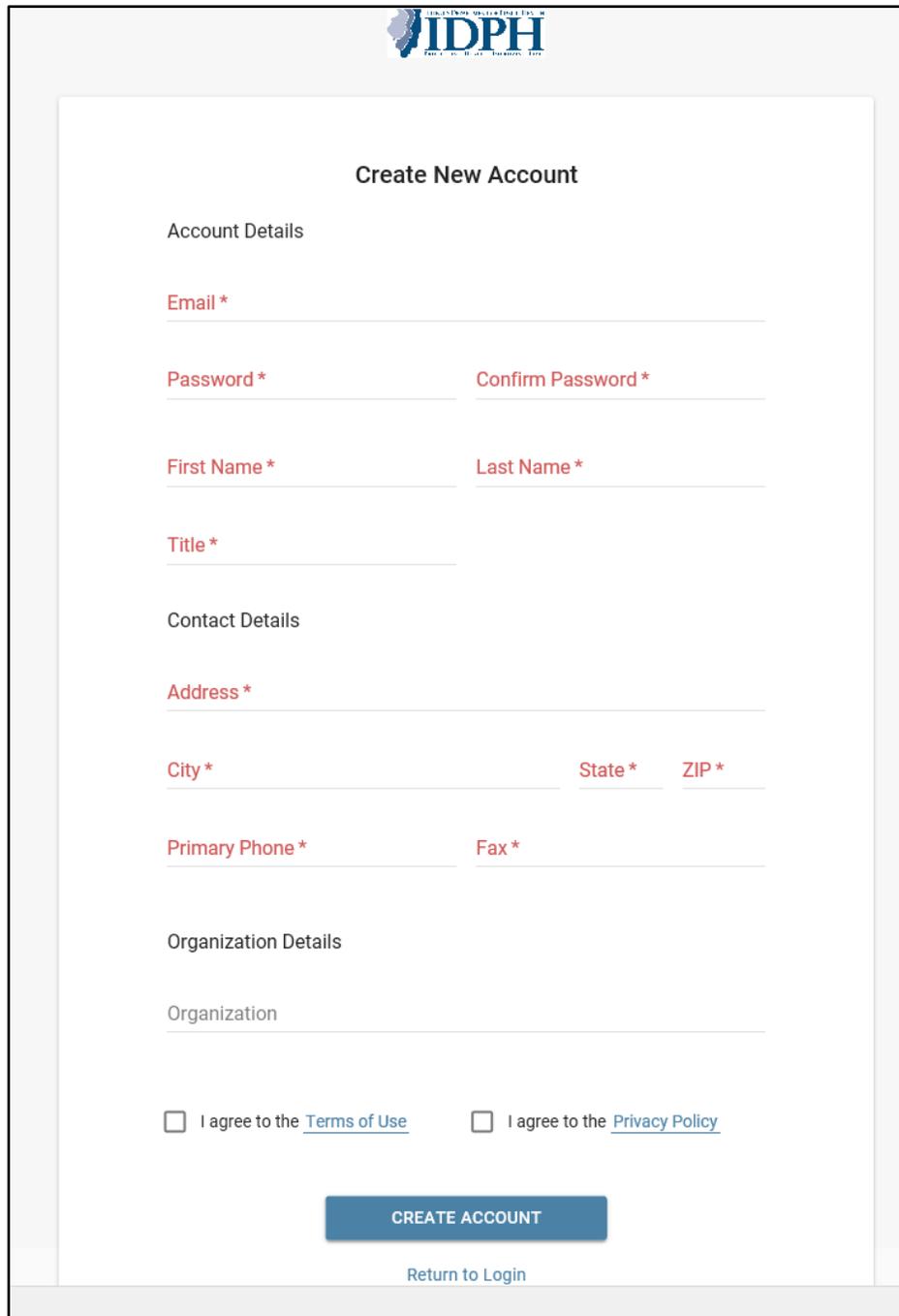
Technical Support

Please contact the IDPH Division of Laboratories Data Management Group (217) 782-6562

[CLOSE](#)

New User Registration

- Click on the **Create New Account** link under the **Login** button.



The screenshot shows the 'Create New Account' page for IDPH. At the top is the IDPH logo with the text 'IOWA DEPARTMENT OF PUBLIC HEALTH' and 'Serving the People of Iowa'. The main heading is 'Create New Account'. The form is divided into three sections: 'Account Details', 'Contact Details', and 'Organization Details'. The 'Account Details' section includes fields for 'Email *', 'Password *', 'Confirm Password *', 'First Name *', 'Last Name *', and 'Title *'. The 'Contact Details' section includes fields for 'Address *', 'City *', 'State *', 'ZIP *', 'Primary Phone *', and 'Fax *'. The 'Organization Details' section includes a field for 'Organization'. At the bottom, there are two checkboxes: 'I agree to the [Terms of Use](#)' and 'I agree to the [Privacy Policy](#)'. A blue 'CREATE ACCOUNT' button is centered at the bottom, with a 'Return to Login' link below it.

- Create New Account page is displayed.
 - Under the **Email** add an active email, it will be used as a username.

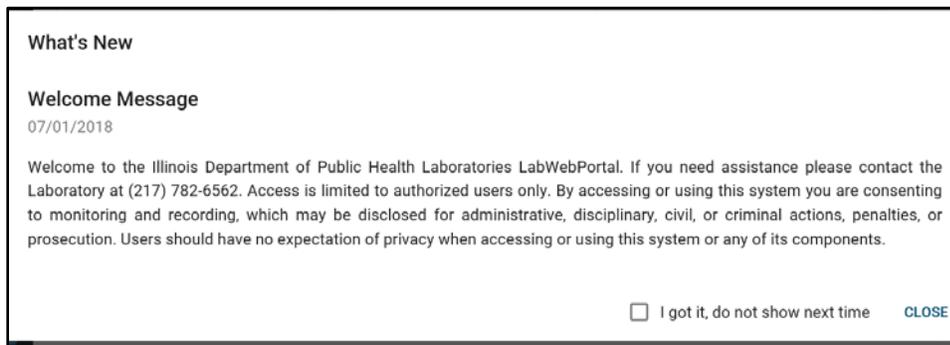
- Once the request is approved, the user will be notified via email and will be able to login to the portal.
- Navigate back to the login page, type in the username and password and click on Login button to access the portal.

User Roles

- User roles will be determined by the IDPH Lab Portal Administrator. **NOTE:** Not all user roles have access to all options.

Dashboard

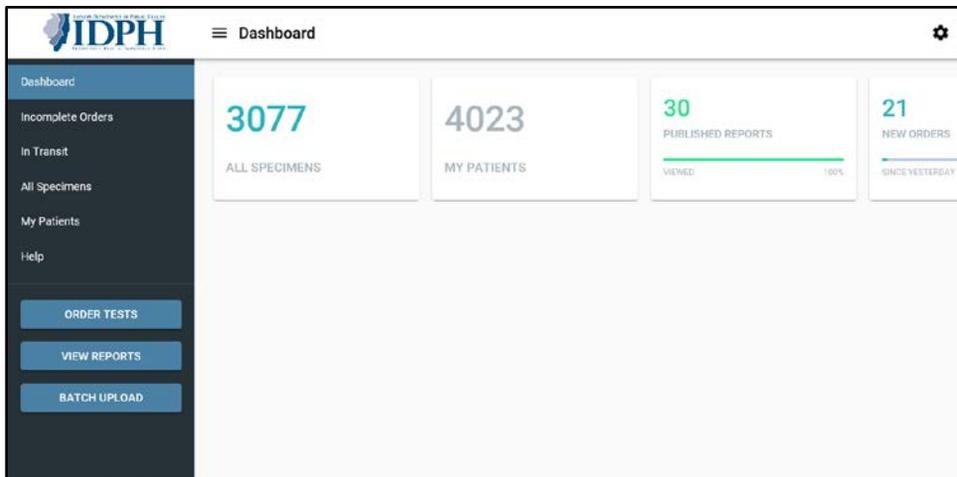
Welcome Message



- Each time a user logs into the portal this Welcome message will show up with any “What’s New” messages. Close the box to proceed to the Entry Portal.

Entry Portal

- The **Dashboard** is the first page user sees after logging into the portal. It is the “control center” of the portal where user can view key performance indicators and charts, track status of the existing test order, and view published patient reports. **NOTE:** Not all user roles have access to all options.



- Navigation Panel:

Use navigation links on the left to open relevant data grids.

- **Incomplete Orders** – started but not yet submitted orders
- **In Transit** – orders that have been submitted but not yet received by the lab
- **All Specimens** – all samples submitted by user organization regardless of status
- **Published Reports** – orders with published reports. Shows all orders with published reports per user organization. Orders with unread (not viewed) reports are shown in bold; orders with read (viewed) reports are shown in normal font.
- **My Patients** – Shows all orders for the user’s patients.
- **Help** – contact information, frequently asked questions, reference documents including this User Guide as well as specimen collection, submission, packing and shipping instructions, and training materials are located here.

- Call-to-Action buttons (bottom left side):

- **Order Tests** – click to order tests using preconfigured Test Requisition Forms
- **View Reports** – click to view all “unread” reports published for user organization
- **Batch Upload** – click to order tests in batch using an Excel template. Template can be accessed from this window also.

- Tiles:

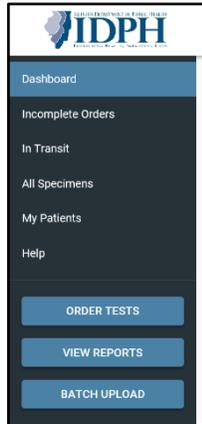


- View counters and key performance indicators (KPIs)
- Click on the tiles to open relevant data grids
- Number on top indicates total number of published reports for user organization
- Progress bar indicates percentage of the “viewed” reports vs. “not viewed”

- Use Edit Dashboard button  in the upper right corner to personalize dashboard layout
- Use  button next to the logo in the upper left corner to collapse Navigation Panel on the left. This functionality applies to other pages in the portal as well.

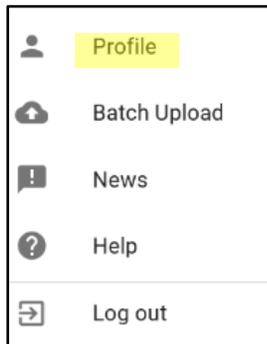
Help

To view portal help, click on the **Help** button on the **Dashboard**.



- Browse **Frequently Asked Questions**. Use Quick Search in the upper right corner to search through questions/answers.
- Use **Contact Us** to send questions, suggestions or bugs to portal support.
- User Guide and other help documentation is displayed under **Documentation**. Click on the title of the document to download and view locally.
 - Reference documents including this User Guide as well as specimen collection, submission, packing and shipping instructions, and training materials are located here.

User Profile



To view user profile, click on username menu in the upper right corner and choose Profile.

Personal Info

- Use **Personal Info** tab to view your information including portal Role and Organizations your user is linked to. Your personal information like email, address, etc. can be edited and saved.

A screenshot of the Personal Info form in the user profile. The form has tabs for PERSONAL INFO, MANAGE NOTIFICATIONS, and CHANGE PASSWORD. The PERSONAL INFO tab is active. The form contains fields for First Name, Last Name, Account, Title, Email Address, Address, City, State, ZIP, Primary Phone, Primary Fax, and Organizations. The Organizations field is populated with ALARCON, M.D., C. There are CANCEL and SAVE buttons at the bottom right.

Notifications

- Use **Manage Notifications** to set personal preferences for portal notification events.

| PERSONAL INFO MANAGE NOTIFICATIONS CHANGE PASSWORD | | | | |
|--|-------------------------|-------|-------------|---------|
| # | Event | Type | Frequency | Enabled |
| 1 | New Report is available | Email | Immediately | yes |

Enabled

New Report is available Email Immediately

[SAVE](#)

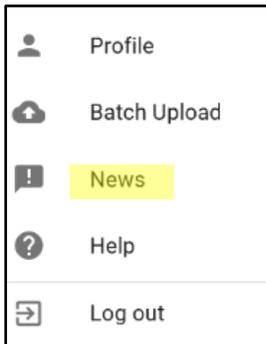
Change Password

- Use **Change Password** tab to change your user password.

| PERSONAL INFO MANAGE NOTIFICATIONS CHANGE PASSWORD | | |
|--|--------------|----------------------|
| Current Password | New Password | Re-type New Password |

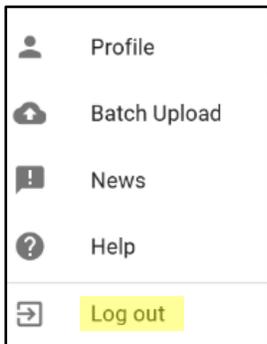
[CANCEL](#) [CHANGE PASSWORD](#)

News



To view portal news/announcements, click on username menu in the upper right corner and choose News.

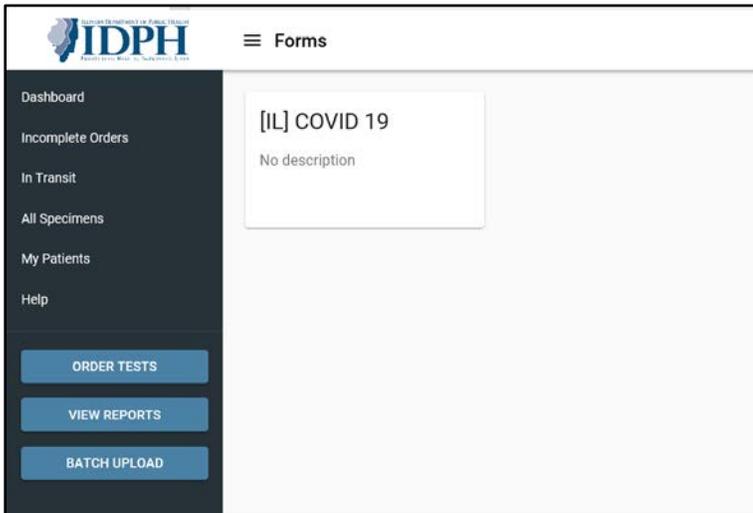
Log Out



To log out, click on username menu in the upper right corner and choose Log out.

Ordering Tests

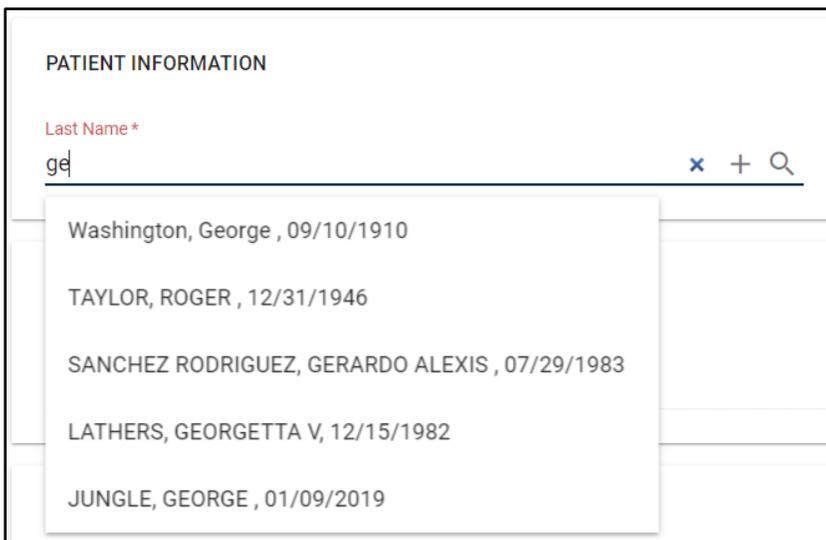
1. To order tests, click **ORDER TESTS** button in the navigation bar and choose a test requisition form you want to use to order tests. User may have access to one or multiple forms depending on her user role.



2. Populate test requisition form with necessary information. Required fields are indicated with red font and an asterisk.

Patient Demographics Section

1. Patient search - please do this before adding a new patient
 - o To select existing patient type "last name, first name" into the "Patient Last Name" field and select from the pop-up matches.
 - o Do not select an existing patient unless the Patient Name and DOB match your patient's information.



- To do a more in-depth patient search, click on  icon to open the lookup. There you can search, select and apply the patient to the main form.

Select a patient from the list below

| LAST NAME | FIRST NAME | DATE OF BIRTH | GENDER |
|--------------|------------|---------------|--------|
| ZYOWPU | WENNSAM | 01/22/1938 | Female |
| Zyowpu | Vehau | 10/08/2016 | Male |
| ZYOTTSEWPCOT | ICOKOE | 08/24/1901 | Male |
| Zyottakocca | Seocau | 09/30/2011 | Male |
| Zyott | Xyrons | 08/04/1984 | Male |
| ZYOTT | XELV | 02/14/1907 | Female |
| Zyott | Xelip | 10/28/1900 | Female |
| Zyott | Wesece | 09/02/1907 | Male |
| ZYOTT | WODHNUT | 08/22/1937 | Male |
| ZYOTT | VENOA | 07/18/2018 | Male |
| Zyott | Vattaru | 02/10/1904 | Male |

Rows per page: 25 1-25 of 73316

CLOSE ADD EDIT SELECT

2. Add New Patient by clicking on the  icon on the far-right side of the “Patient Last Name” field.

Patient Last Name *

- Use “Add new patient” form to enter all the necessary patient information and click **Submit**. New patient will be added to the system and related information propagated to the main form.

Add new patient

Last Name * First Name * MI

Date Of Birth *

Street Address *

City * State * County

Zip Code * Cell Number

Sex *

Male Female Unknown

Race *

American Indian or Alaskan Native Asian Native Hawaiian or Other Pacific Islander

Black or African American White Other unknown Refused to Report

CLOSE CLEAR SUBMIT

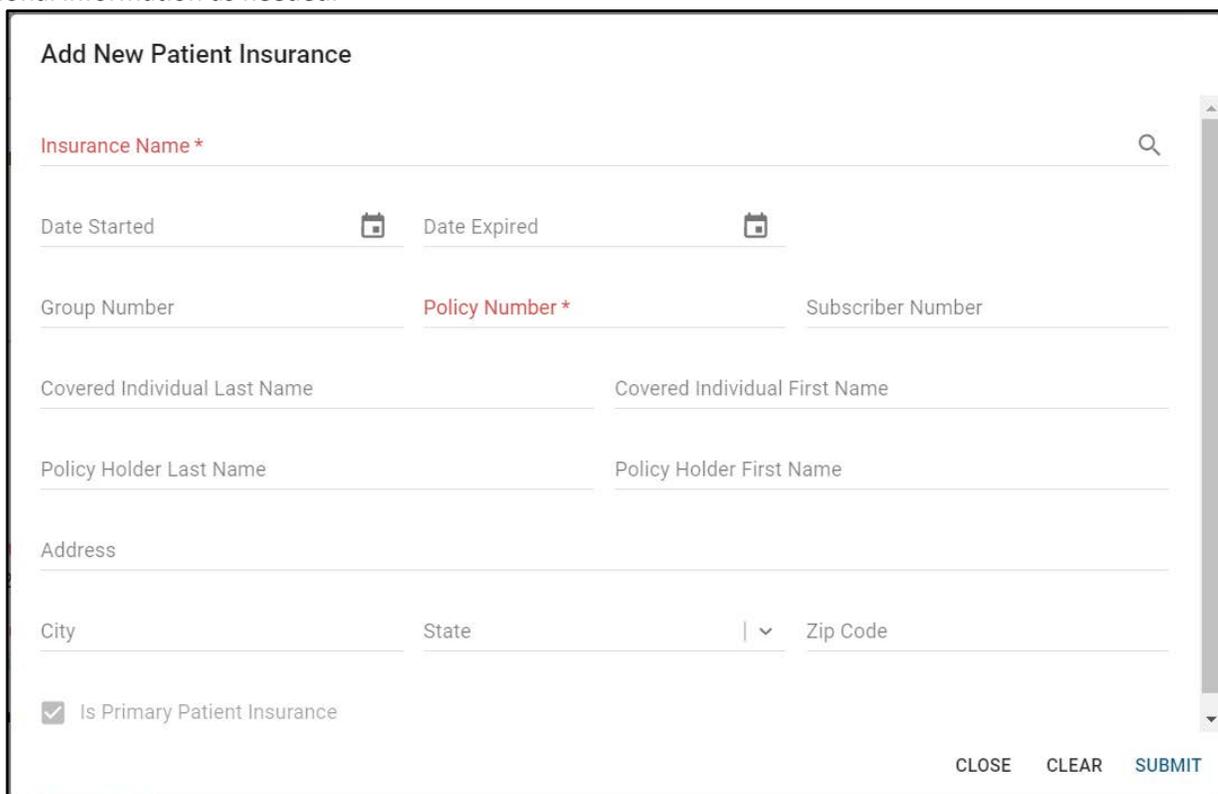
- Patient information can be edited by clicking on  icon.
- Selected patient information can be cleared by clicking on  icon.

Insurance Section

- Insurance information can only be populated after patient has been added to the form



- Add new - click on the  icon on the far-right side of the “Insurance Information”
- From the lookup select Insurance Name and enter Policy Number as required fields and other optional information as needed.



- Insurance information can be edited by clicking on  icon.
- Selected Insurance information can be cleared by clicking on  icon.

Specimen Information Section

- Choose the Collection Date from Calendar icon or type the desired date and time.
- Choose the Symptom Onset Date from Calendar icon or type the desired date.

3. Select single Source/Specimen Type from the list of available values
4. Choose laboratory the order will be sent to (Chicago, Carbondale, Springfield)

The screenshot shows a web form titled "[IL] COVID 19". Under the "SPECIMEN INFORMATION" section, the "Test*" field is set to "Novel Coronavirus 2019 Real Time RT-PCR". The "Collection Date*" is "05/27/2020 05:32 pm" and the "Symptom Onset Date" is empty. The "Source/Specimen Type*" field has several radio button options: "Anterior Nares Swab", "Bronchoalveolar Lavage", "Mid-turbinate Nasal Swab", "Nasal Aspirate", "Nasal Wash", "Nasopharyngeal Swab", "Oropharyngeal Swab", and "Sputum". Below this, a red text label says "This order will be sent to *", followed by a "Lab Location Address" field.

Submitter Information Section

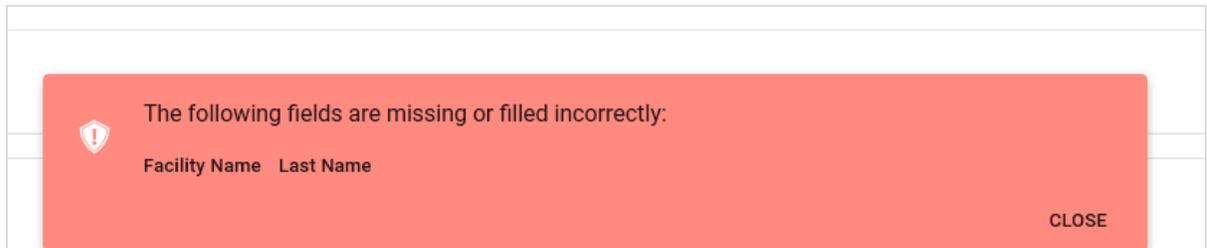
1. Submitting Facility Information is based on the submitting facility associated with the user who is currently logged into the portal. In case of a single submitting facility, the information is automatically propagated to the main form.
 - If a user is associated with multiple facilities, they can choose which one to associate with the test order by clicking the **magnifying glass** button, selecting a facility in the lookup and clicking **Apply**.

The screenshot shows the "SUBMITTER INFORMATION" section of a form. The "Submitting Institution*" field contains "26TH STREET MEDICAL SERVICE CO" and has a magnifying glass icon to its right. Below it, the "Submitter Phone Number" is "(773) 522 5203" and the "Fax Number" is "(177) 352 2535". The "Street Address" is "3814 W 26TH ST". At the bottom, the "City" is "CHICAGO", the "State" is "IL", and the "Zip Code" is "60623".

2. **Contact Person** field – user needs to choose a contact from a predefined list associated with the submitting facility. Either type the name and select a match from the pop-up or click the  icon to open the full list and select from there.
3. **Physician** field – user needs to choose an ordering provider from a predefined list associated with her submitting facility or add a new one. To select an existing provider, type the name and select a match from the pop-up or click the  icon to open the full list and select from there.
4. Additional Comments/Information section
 - Populate comment (if relevant)

Submission of Testing Requests

1. After all the required fields have been populated, click **Submit** button at the bottom right corner to submit your order.
 - o If any of the required fields are not populated, an error dialog will appear showing the fields missing or populated incorrectly. User can click on any field in the dialog and get navigated to the exact place where field is located on the form to correct the issue.



2. Once test order is ready to be submitted, **Certification of Test Order** message is displayed. User needs to click **AGREE** to move forward.

Certification of Test Order

By submitting this order for testing, I hereby certify as follows:

- The ordering provider is an individual authorized under State law to order tests or receive test results, or both.
- I certify that the information submitted is true and correct to the best of my knowledge.

CANCEL AGREE

3. Once the **Certification of Test Order** is submitted a message is displayed stating **Please respond to the following questions:** Read the statement and select **yes, no or n/a** to move forward.

Please respond to the following questions:

I attest that, on the date listed on this form, I assisted the patient listed on this submission form in completing the COVID-19 testing form and applying for state or federal reimbursement for providing the test. I further attest that, before starting my assistance, I asked the patient if I had their approval to gather this information for submission to the Illinois Department of Healthcare and Family Services and the patient verbally gave their approval.

Answer *

yes no n/a

CANCEL SUBMIT

4. Once test order has been submitted, confirmation message is displayed. Please note portal order id (in bold below) that will uniquely identify the test order in the system.

Order Placed

Your test order **OIDIL200000012** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.

Click Print button below to view/print the completed submission form.

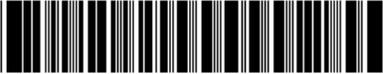
Click Copy Order button to apply current order information to the new order.

[PRINT](#) [COPY ORDER](#) [CLOSE](#)

- Click **Copy Order** if you want to continue adding more orders for your facility. It will copy all the information from the current order except patient and insurance information.
 - Click **Print** button to print PDF manifest of the order. Note the barcode in the upper right corner representing the portal order id (OID #).
5. **A printed copy of the testing order always accompanies the specimen.**
 - Please see the **Help** section for details on specimen collection, submission, packing and shipping samples.
 - The testing order can be accessed at any point by selecting the sample and clicking on the printer icon  in the blue top task bar in the **All Specimens** or **In Transit** data grid.

Example Testing Order

A printed copy of the testing order always accompanies the specimen.

| | | | |
|---|---------------------------------|---|--|
| Illinois Department of Public Health Division of Laboratories 2121 W. Taylor Street Chicago, IL 60612 312-793-4760 | | Submitted By: Jacqueline Rurangirwa Date Submitted: 6/3/2020 1:31:35 PM Novel Coronavirus 2019 Real Time RT-PCR Requisition | |
|  | |  Order ID: OIDIL20000460 | |
| Patient Demographics | | | |
| Last Name: washington | | First Name: george | |
| Date of Birth: 07/21/1988 | | | |
| Address: 101 Whitehouse wa | | | |
| City: DECATUR | State: IL | County: MACON | |
| Zip Code: 62702 | | Cell Number: | |
| Sex: Female | | Pregnant: Unknown | |
| Race: Refused to Report | | Ethnicity: Refused to Answer | |
| Patient's Identification Number: | | | |
| Medicaid Number: | | SSN: | |
| Insurance Information | | | |
| Insurance Name: AARP HEALTH | | | |
| Date Started: 5/2/2020 | Date Expired: 5/2/2021 | | |
| Group Number: D12345 | Policy Number: 123232323 | Subscriber Number: 123456 | |
| Covered Individual: | | | |
| Policy Holder Last Name: Washington | | Policy Holder First Name: George | |
| Address: 1111 | | | |
| City: Washington | State: DC | Zip Code: 12335 | |
| Specimen Information | | | |
| Test: Novel Coronavirus 2019 Real Time RT-PCR | | | |
| Collection Date: 6/3/2020 1:28:46 PM | Symptom Onset Date: | | |
| Specimen Type: Bronchoalveolar Lavage | | | |
| Submitter Information | | | |
| Submitter's Name: 26TH STREET MEDICAL SERVICE CO | | | |
| Address: 3814 W 26TH ST | | | |
| City: CHICAGO | State: IL | | |
| Zip Code: 60623 | | | |
| Phone: 7735225203 | Fax: 17735225356 | | |
| Contact Name: KUCHAR, DAVID | Contact Fax: NULL | | |
| Physician Name: doe, james | | | |
| Additional Comments/Information: | | | |
| | | | |
| Q&A | | | |
| I attest that, on the date listed on this form, I assisted the patient listed on this submission form in completing the COVID-19 testing form and applying for state or federal reimbursement for providing the test. I further attest that, before starting my assistance, I asked the patient if I had their approval to gather this information for submission to the Illinois Department of Healthcare and Family Services and the patient verbally gave their approval. Yes | | | |
| ©2007-2020 iConnect Consulting, Inc. All rights reserved. | | | |

Saving Test Orders

Incomplete test orders can be saved to be completed and submitted later. To save a test order, click the **Save Order** button in the bottom right corner of the Test Order form.

- Click **Yes** in the dialog below.

Save order

Would you like to save this order?

CANCEL YES

- Confirmation message is displayed. Please note portal order id that will uniquely identify test order in the system.

Order saved

Your test order has been saved as **OIDIL200000013** in Incomplete Orders.

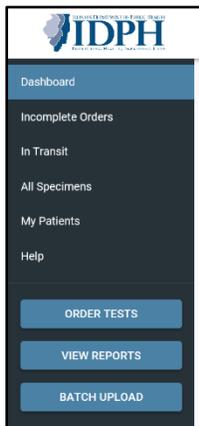
CLOSE

- Saved order will be placed in the **Incomplete Orders** navigation link accessible via the dashboard.
- To retrieve saved order, go to the **Incomplete Orders** navigation link, locate the order record and click on it. To discard saved order, click on  icon.

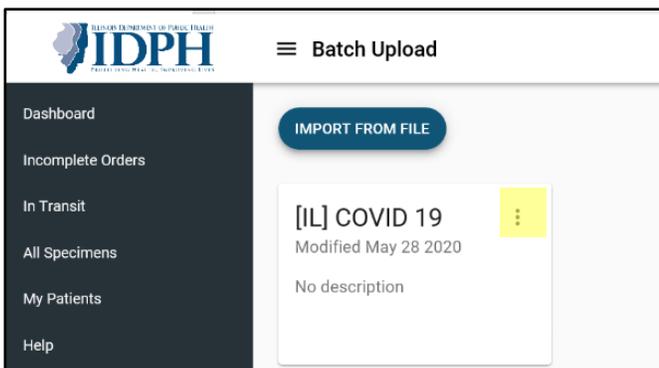
Batch Test Ordering

To upload multiple test orders at once, the option for a **Batch Upload** is available. Below are the steps for a Batch Upload. Please download the Excel Sheet that has all the required fields and response options required for the Batch Upload **prior** to specimen collection and submission. This is important in order to correctly gather the required order fields and patient information.

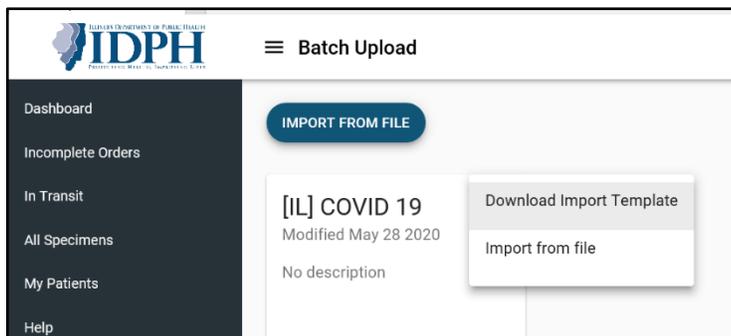
To Download the Excel Spreadsheet



1. Click **BATCH UPLOAD** button on the **Dashboard**.



2. Once on the **Batch Upload Screen**, select the 3-button link on the upper corner of the tile (highlighted).

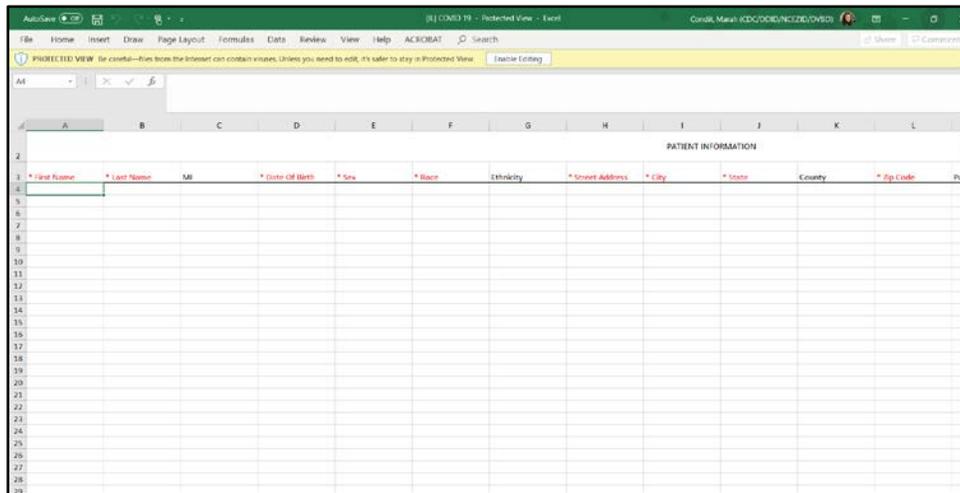


3. Two menu options show up, select **Download Import Template**. (highlighted below).

4. Selecting the **Download Import Template** will open a pop-up box (shown below) asking the user to open or save **(IL) COVID 19.xlsx**



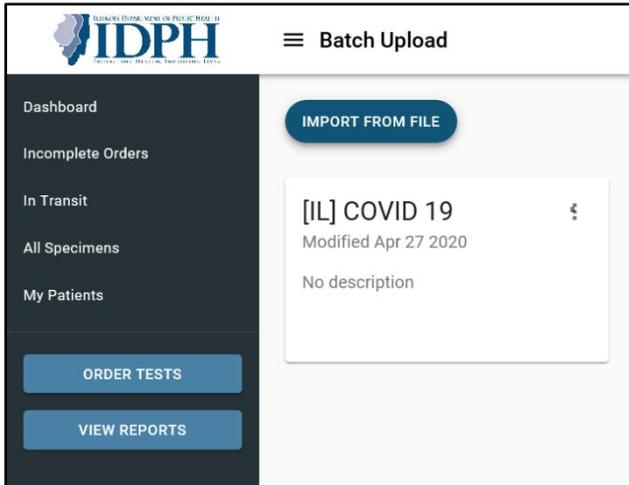
5. Save the Excel Sheet and enter the required information in the fields (in red with a *). The Excel Sheet also has the dropdown menus for some of the required values.
6. Click **Enable Editing** at the top of the sheet and enter the required information. Enter one line in the sheet for each specimen being submitted.
7. Requirements of the Batch Upload template:
 - o All fields in **red** are required.
 - i. Exception: If there is **NO Insurance** or **Physician Information** associated with the sample, leave these sections entirely blank.
 - o If a **red field(s)** is missed in the **Patient Information, Insurance Information, Submitter Information** or **Physician** sections, no data will be imported for that section.
 - o If a **red field(s)** is missed in the **Patient Information, Insurance Information** neither section's data will import.
 - o If a field has a dropdown menu, select from the menu options **ONLY**. Do not type in these fields.
 - o Ensure correctness of information entered on the Excel spreadsheet **PRIOR** to upload.
 - o Ensure that only copy and paste is used to quickly enter the same information for many samples. **DO NOT USE** "fill down" functionality of Excel.
 - o **ALWAYS** download the batch upload template for every us



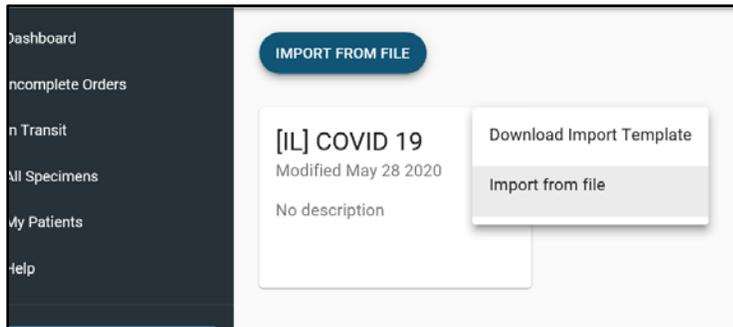
Batch Uploading Completed Excel Spreadsheet

1. Click **BATCH UPLOAD** button on the **Dashboard**.

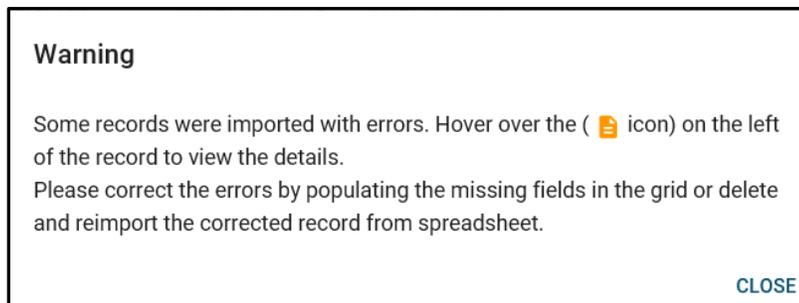
2. In the drop-down menu select **Batch Upload** (highlighted).



3. Once on the **Batch Upload Screen**, select the 3-button link on the upper corner of the tile (highlighted).
4. Two menu options show up, select **Import from File**.



5. Locate the file to be imported, select it and click **Open**.
6. If any of the required fields are blank a dialog box will pop up to please correct the errors. Click **Close**. Correct entries with errors are marked with . Make corrections before submitting.
 - o Hovering over , user can get navigated to the exact place where error is located on the grid to correct the issue.



- If a required field is missed in the **Patient Information, Insurance Information, Submitter Information** or **Physician** sections, no data will be imported for that section. Hover to any field present in this section and click the **+**. This will open a dialogue box to enter all data in this section manually.

| | | | |
|--------------------------|-----------------------|-------------|----|
| <input type="checkbox"/> | 1 | AARP HEALTH | No |
| <input type="checkbox"/> | 2 | AARP HEALTH | No |
| <input type="checkbox"/> | 3 | AARP HEALTH | No |
| <input type="checkbox"/> | type for quick search | | No |
| <input type="checkbox"/> | 5 | AARP HEALTH | No |
| <input type="checkbox"/> | 6 | AARP HEALTH | No |
| <input type="checkbox"/> | 7 | AARP HEALTH | No |

- Alternatively, if the same field was missed in multiple entries, correct the issue in the Excel spreadsheet and re-upload the file. Click **Import From File**, select the corrected file and click **OK**. A popup will appear, click **YES**. This will replace all entries previously uploaded with all new entries from the corrected spreadsheet.

Import from file

There are orders in the grid that have not been submitted; they will be wiped.
Do you want to continue?

CANCEL YES

7. Click **Submit** in the bottom right corner of the screen. This will generate a popup to saying, “**Are you sure you want to submit all records?**”. Click **Yes** to submit.
 - If records in the batch are still incomplete, they will remain. If they are not corrected and submitted, and the user leaves the screen, these records will be deleted.
 - Incomplete record remaining will have a  next to them. This indicated a submission error.
8. **A printed copy of the testing order always accompanies the specimen.**
 - Please see the **Help** section for details on specimen collection, submission, packing and shipping samples.
 - The testing order can be accessed at any point after sample submission by selecting the sample and clicking on the printer icon  in the blue top task bar in the **All Specimens** or **In Transit** data grid.

Accessing Orders, Reports and Patients

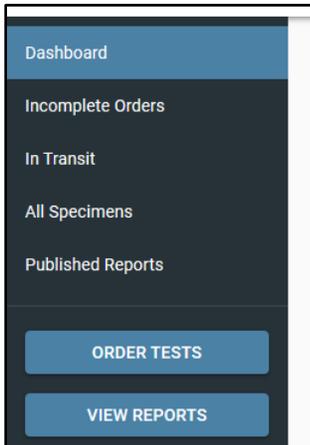
Tracking Order Status

- To see a status of your test order, open **All Specimens** grid, locate your order and look for a value in the **Status** column. It can be one of the following:

- **InTransit** – order has been submitted but not yet received by the lab
 - **ReceivedInLab** – order has been received in lab but not yet tested
 - **InProcess** – order is being tested by the lab
 - **Released** – testing is done, order is released, results report published
- To view order related events across time, open **All Specimens** grid, locate your order and hover over  icon:



Viewing Reports



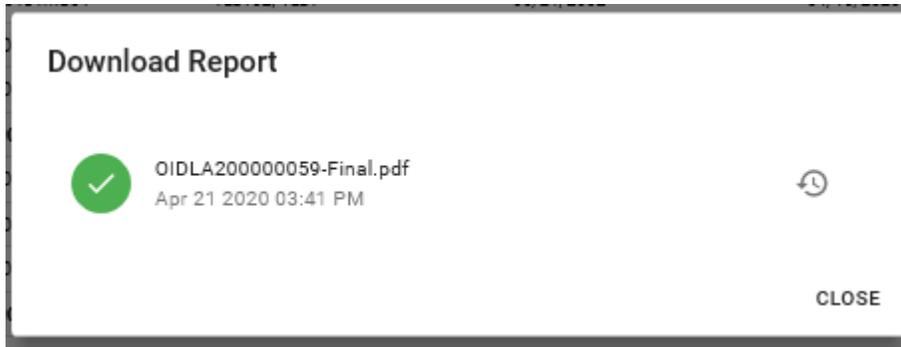
- To view new (i.e. unread) published reports, click **VIEW REPORTS** button in the navigation bar.

- The **Unread Reports** grid is displayed. All orders are marked in bold because the associated patient reports have not been viewed. Once report has been viewed, the order will disappear from Unread Reports grid and will be accessible via **Published Reports** grid which is accessed from the **Dashboard**.

| Quick Search | | | | | | | |
|--------------------------|---|----------------------|-------------------|--------------------|----------------------|---------------------|-----------------|
| <input type="checkbox"/> | | SPECIMENID ↕ | LIMSACCESSIONID ↕ | PATIENTNAME ↕ | PATIENTDATEOFBIRTH ↕ | DATECOLLECTED ↕ | DATERECEIVED |
| <input type="checkbox"/> |    | OIDLA20000059 | C20000212MB01 | Cruise, Tom | 02/02/1963 | 04/19/2020 04:27 pm | 04/21/2020 04:3 |
| <input type="checkbox"/> |    | OIDLA20000058 | C20000211MB01 | SNAKE, SILLY | 02/06/2013 | 04/21/2020 04:06 pm | 04/21/2020 04: |
| <input type="checkbox"/> |    | OIDLA20000057 | C20000210MB01 | ana, mama | 02/02/2000 | 04/21/2020 02:30 pm | 04/21/2020 04: |
| <input type="checkbox"/> |    | OIDLA20000056 | C20000209MB01 | Silly, String R | 04/12/1977 | 04/21/2020 02:18 pm | 04/21/2020 02: |
| <input type="checkbox"/> |    | OIDLA20000053 | C20000206MB01 | Washington, George | 09/10/1910 | 04/21/2020 12:13 pm | 04/21/2020 01: |
| <input type="checkbox"/> |    | OIDLA20000039 | N20000191MB01 | TEST, TEST | 09/08/1985 | 04/20/2020 08:12 am | 04/20/2020 01:2 |

- Click on  icon to view all published patient reports associated with an order.

Note: Latest report will always appear on top. Unopened report will have NEW tag in red and no checkmark inside the green circle. Type of the report (Final, etc.) will be displayed as part of the PDF name.



- Use  to open report history which provides an audit trail of all the actions taken on the report (viewing, sharing, etc.)
- Click on  icon to share published patient report with a 3rd party.
 - Populate Subject, Email addresses, Message and click Submit.
 - Do NOT include patient identifiable information in any fields in this window.
 - This includes patient name or date of birth. Use the submitters patient identifying number if available or combine initials with collection date to identify a patient.

Note: recipient will get temporary access to the portal to download shared reports.

- To download or share multiple patient reports at once, select multiple orders and then click on  to download a single PDF with multiple patient reports or  to share multiple patient

reports at once.

| | SPECIMENID | LIMSACCESSIONID | PATIENTNAME | PATIENTDATEOFBIRTH |
|-------------------------------------|----------------|-----------------|--------------------|--------------------|
| <input checked="" type="checkbox"/> | OIDLA200000059 | C20000212MB01 | Cruise, Tom | 02/02/1963 |
| <input checked="" type="checkbox"/> | OIDLA200000058 | C20000211MB01 | SNAKE, SILLY | 02/06/2013 |
| <input checked="" type="checkbox"/> | OIDLA200000057 | C20000210MB01 | ana, mama | 02/02/2000 |
| <input type="checkbox"/> | OIDLA200000056 | C20000209MB01 | Silly, String R | 04/12/1977 |
| <input type="checkbox"/> | OIDLA200000053 | C20000206MB01 | Washington, George | 09/10/1910 |

- Results Reports can also be viewed in the **All Specimens** data grid.

Data grids

- Click on any column in the grid to sort the entries. To sort from least to greatest the arrow will be pointing up, is sorting from greatest to least, the arrow will be pointing down.
- To change column order, drag and drop the fields in the desired order.
- Click on  to pin one or multiple columns to the left side of the grid.

Quick Search

- Use “Quick Search” box at the top to search across all columns in the grid:

| | PORTAL ID | PATIENT NAME | PATIENT DOB | COLLECTED | SUBMITTED | FACILITY NAME | SPECIMEN TYPE |
|--------------------------|----------------|-----------------|-------------|---------------------|------------|------------------|-------------------|
| <input type="checkbox"/> | OIDLA200000061 | WINSTON, TONY | 02/06/1974 | 04/21/2020 04:18 pm | 04/21/2020 | Test Health Unit | Original Material |
| <input type="checkbox"/> | OIDLA200000059 | Cruise, Tom | 02/02/1963 | 04/19/2020 04:27 pm | 04/21/2020 | Test Health Unit | Original Material |
| <input type="checkbox"/> | OIDLA200000058 | SNAKE, SILLY | 02/06/2013 | 04/21/2020 04:06 pm | 04/21/2020 | Test Health Unit | Swab |
| <input type="checkbox"/> | OIDLA200000057 | ana, mama | 02/02/2000 | 04/21/2020 02:30 pm | 04/21/2020 | Test Health Unit | Aspirate/Wash |
| <input type="checkbox"/> | OIDLA200000056 | Silly, String R | 04/12/1977 | 04/21/2020 02:18 pm | 04/21/2020 | Test Health Unit | Swab |

- Click on  button to open filter panel for advance search options like searching on multiple fields at the same time, use date ranges, etc.

- Use SAVE button to save filters for repeated searches.

Patient Information

- To access your patients at any time, click on **My Patients** link in the navigation bar. Search and click on the patient record to open patient information page.
- This window displays patient demographic information. Information can be edited and saved here.
 - Note:** Patient page can also be accessed from **All Specimens** grid by clicking on a Patient Name link.

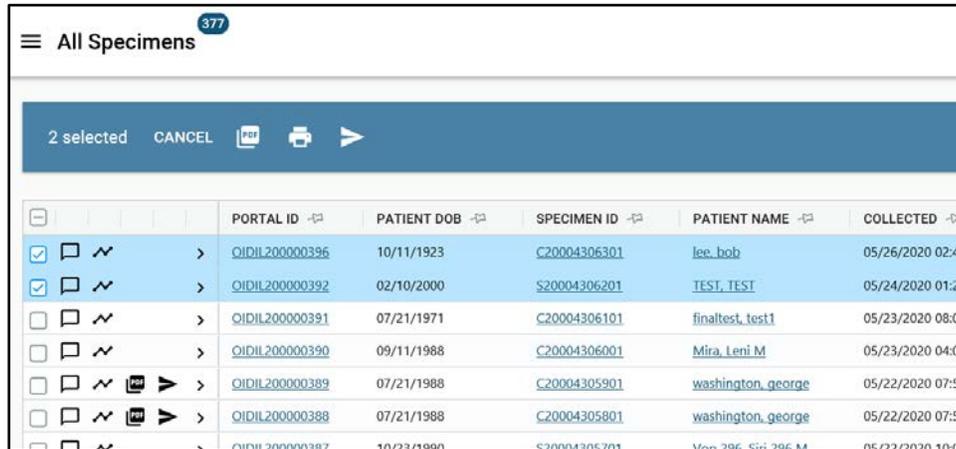
- Patient **Demographics** page – displays patient demographic information. Information can be edited and saved.

| KEY | STATUS | SPECIMEN ID | COLLECTED | SUBMITTED | FACILITY NAME | SPECIMEN TYPE |
|----------------|------------|-------------|---------------------|------------|------------------|--|
| 00013200000372 | In Transit | | 04/13/2020 09:17 am | 04/13/2020 | Test Health Unit | |
| 00013200000375 | In Transit | | 04/23/2020 02:15 am | 04/23/2020 | Test Health Unit | |
| 00013200000382 | In Transit | | 04/23/2020 09:53 am | 04/23/2020 | Test Health Unit | Blood - Serum |
| 00013200000388 | In Transit | | 04/23/2020 08:06 am | 04/23/2020 | Test Health Unit | Blood - Serum |
| 00013200000388 | In Transit | | 04/23/2020 06:12 am | 04/23/2020 | Test Health Unit | |
| 00013200000384 | In Transit | | 04/23/2020 02:18 am | 04/23/2020 | Test Health Unit | |
| 00013200000387 | In Transit | | 04/14/2020 10:57 am | 04/22/2020 | Test Health Unit | |
| 00013200000386 | In Transit | | 04/14/2020 10:57 am | 04/22/2020 | Test Health Unit | |
| 00013200000383 | In Transit | | 04/23/2020 04:42 am | 04/22/2020 | Test Health Unit | Microbiology |
| 00013200000328 | In Transit | | 04/22/2020 04:30 am | 04/22/2020 | Test Health Unit | Microbiology / Oropharyngeal (Combinations) |
| 00013200000326 | In Transit | | 04/22/2020 04:30 am | 04/22/2020 | Test Health Unit | Swab |
| 00013200000322 | In Transit | | 04/22/2020 11:56 am | 04/22/2020 | Test Health Unit | Microbiology / Oropharyngeal (Combinations) Swab |
| 00013200000322 | In Transit | | 04/22/2020 08:45 am | 04/22/2020 | Test Health Unit | Swab |
| 00013200000314 | In Transit | | 04/22/2020 08:57 am | 04/22/2020 | Test Health Unit | Swab |
| 00013200000313 | In Transit | | 04/22/2020 02:58 am | 04/22/2020 | Test Health Unit | Microbiology |
| 00013200000312 | In Transit | | 04/22/2020 02:06 am | 04/22/2020 | Test Health Unit | Microbiology |

- **Orders** – displays all submitted orders for the patient. In addition to being patient specific, orders are also filtered by organizations user has access to.

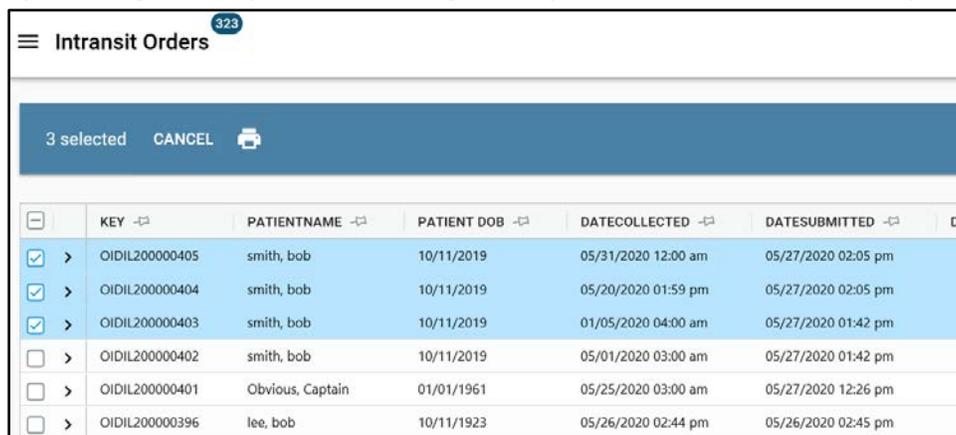
Order Information

- All orders submitted by the user can be viewed from the **All Specimens** window. Orders can be filtered by any field listed.
 - The testing order can be accessed at any point by selecting the sample(s) and clicking on the printer icon  in the blue top task bar.



| | PORTAL ID | PATIENT DOB | SPECIMEN ID | PATIENT NAME | COLLECTED |
|-------------------------------------|----------------|-------------|--------------|-----------------------|------------------|
| <input checked="" type="checkbox"/> | OIDIL200000396 | 10/11/1923 | C20004306301 | lee, bob | 05/26/2020 02:44 |
| <input checked="" type="checkbox"/> | OIDIL200000392 | 02/10/2000 | S20004306201 | TEST, TEST | 05/24/2020 01:2 |
| <input type="checkbox"/> | OIDIL200000391 | 07/21/1971 | C20004306101 | finaltest, test1 | 05/23/2020 08:0 |
| <input type="checkbox"/> | OIDIL200000390 | 09/11/1988 | C20004306001 | Mira, Leni M | 05/23/2020 04:0 |
| <input type="checkbox"/> | OIDIL200000389 | 07/21/1988 | C20004305901 | washington, george | 05/22/2020 07:5 |
| <input type="checkbox"/> | OIDIL200000388 | 07/21/1988 | C20004305801 | washington, george | 05/22/2020 07:5 |
| <input type="checkbox"/> | OIDIL200000387 | 10/23/1980 | S20004305701 | Yee, 286, Siu, 286, M | 05/22/2020 10:0 |

- All new orders that have not been received by the IDPH Laboratory can be viewed in the **In Transit** data grid.
 - Testing orders for batch uploaded orders or orders still awaiting shipping can be accessed by selecting the sample(s) and clicking on the printer icon  in the blue top task bar.



| | KEY | PATIENTNAME | PATIENT DOB | DATECOLLECTED | DATESUBMITTED | DA |
|-------------------------------------|----------------|------------------|-------------|---------------------|---------------------|----|
| <input checked="" type="checkbox"/> | OIDIL200000405 | smith, bob | 10/11/2019 | 05/31/2020 12:00 am | 05/27/2020 02:05 pm | |
| <input checked="" type="checkbox"/> | OIDIL200000404 | smith, bob | 10/11/2019 | 05/20/2020 01:59 pm | 05/27/2020 02:05 pm | |
| <input checked="" type="checkbox"/> | OIDIL200000403 | smith, bob | 10/11/2019 | 01/05/2020 04:00 am | 05/27/2020 01:42 pm | |
| <input type="checkbox"/> | OIDIL200000402 | smith, bob | 10/11/2019 | 05/01/2020 03:00 am | 05/27/2020 01:42 pm | |
| <input type="checkbox"/> | OIDIL200000401 | Obvious, Captain | 01/01/1961 | 05/25/2020 03:00 am | 05/27/2020 12:26 pm | |
| <input type="checkbox"/> | OIDIL200000396 | lee, bob | 10/11/1923 | 05/26/2020 02:44 pm | 05/26/2020 02:45 pm | |

Document Revision History

| Revision | Author | Date | Status and Description |
|----------|-----------------------|------------|---|
| 1.0 | Laura Corvin | 04-21-2020 | Document created |
| 1.1 | Andrew Sinyaver | 04-23-2020 | Updated screenshots and formatting |
| 1.2 | Jacqueline Rurangirwa | 05-13-2020 | Updated screenshots and added additional steps |
| 1.31 | Marah Condit | 05-26-2020 | Updates to screenshots and added additional steps |